

## NAME

City, State | Phone | Email | LinkedIn URL

## EDUCATION

**Simmons University**, Boston, MA

*Bachelor of Arts or Bachelor of Science in Major(s), anticipated Month Year*

GPA: 3.75

*Honors:*

*Activities:*

**Name of High School**, City, State

*Diploma, date*

*Honors:*

*Leadership/Activities:*

## EXPERIENCE

**Employer**, City, State

Year-Year

*Title*

- Bullet accomplishments (Challenge + Actions + Results).
- Use action verbs like “Organized client files,” **not** “Responsible for organizing client files.”
- Show a positive result of your actions, i.e., “create a time-saving system used daily by attorneys.”

**Employer**, City, State

Summer Year

*Title*

- Bullet accomplishments (Challenge + Actions + Results).
- Use action verbs like “Organized client files,” **not** “Responsible for organizing client files.”
- Show a positive result of your actions, i.e., “create a time-saving system used daily by attorneys.”

**Employer**, City, State

Year-Year

*Title*

- Bullet accomplishments (Challenge + Actions + Results).
- Use action verbs like “Organized client files,” **not** “Responsible for organizing client files.”
- Show a positive result of your actions, i.e., “create a time-saving system used daily by attorneys.”

## VOLUNTEER EXPERIENCE

**Employer**, City, State

Year-Year

*Volunteer*

- Bullet accomplishments (Challenge + Actions + Results).
- Use action verbs like “Organized client files,” **not** “Responsible for organizing client files.”
- Show a positive result of your actions, i.e., “create a time-saving system used daily by attorneys.”

## SKILLS

*Computer:* Microsoft Excel, PowerPoint, Word

*Languages:* Fluent in Spanish. Conversational in French